REGULAR MEETING OF THE LACKAWANNA CIVIL SERVICE COMMISSION HELD ON SEPTEMBER 11, CALLED TO ORDER BY CHAIRPERSON SHARON BERES

PRESENT: ROLL CALL Mark Moretti

Sharon Beres

Cesare Cardi Absent:

Motion by Sharon Beres, seconded by Mark Moretti, that Minutes of Regular Meeting held September 11 2015 be approved.

Roll call, ves. Mark Moretti, Sharon Beres.

Carried.

RESOLUTION #1

BE IT HEREBY RESOLVED: that the eligible list for the position of FIRE LIEUTENANT

established on September 13, 2013 and expiring on

September 13, 2015 be and is hereby extended for a period of one year commencing September 13, 2015 and expiring on

September 13, 2016.

Motion by Mark Moretti, seconded by Sharon Beres, adopt Res. #1.

Roll call, yes, Moretti, Beres, yes

Carried.

RESOLUTION #2

BE IT HEREBY RESOLVED: that the eligible list for the position of FIRE CAPTAIN

established on September 13, 2013 and expiring on

September 13, 2015 be and is hereby extended for a period of one year commencing September 13, 2015 and expiring on

September 13, 2016.

Motion by Sharon Beres, seconded by Mark Moretti, adopt Res. #2. Roll call, yes, Moretti, Beres, yes

Carried

RESOLUTION #3

BE IT HEREBY RESOLVED: that the eligible list for the position of POLICE LIEUTENANT

established on September 13, 2013 and expiring on

September 13, 2015 be and is hereby extended for a period of one year commencing September 13, 2015 and expiring on

September 13, 2016.

Motion by Mark Moretti, seconded by Sharon Beres, adopt Res. #3.

Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

RESOLUTION #4

BE IT HEREBY RESOLVED: that the attached specifications for the position of

SCHOOL LUNCH COOK (Head Cook) be and is hereby

revised, and

BE IT HEREBY FURTHER RESOLVED: that a copy of the revised specification

be forwarded to the New York State Department of Civil

Service to be retained in the City of Lackawanna

Classification Plan.

Motion by Mark Moretti, seconded by Sharon Beres, adopt Res. #4. Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

BE IT HEREBY RESOLVED: that the attached specifications for the position of ASSISTANT COOK be and is hereby revised, and

BE IT HEREBY FURTHER RESOLVED: that a copy of the revised specification

be forwarded to the New York State Department of Civil Service to be retained in the City of Lackawanna

COMMUNICATION #1

Classification Plan.

Motion by Mark Moretti, seconded by Sharon Beres, adopt Res. #5. Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

Carried.

M.H.A.

BRIAN MURPHY, Apptd. MAINTENANCE PERSON Letter from Executive Director to BRIAN MURPHY, dated July 7, 2015 appointing him to the position of MAINTENANCE PERSON effective 7/7/15. Application attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card. Roll call, yes, Mark Moretti, Sharon Beres. Carried.

A & F **COMMUNICATION #2**

MSD 222 dated 7/23/15 received from City Comptroller MSD 222

(Principal Account Clerk requested - Comptroller's Office)

Motion by Mark Moretti, seconded by Sharon Beres, reclassify position.

Roll call, yes, Mark Moretti, Sharon Beres.

A & F **COMMUNICATION #3**

KATHLEEN M. MILBRAND, Apptd. Letter from Mayor dated 8/3/15 to

PRINCIPAL ACCOUNT CLERK KATHLEEN M. MILBRAND appointing her to the

position of PRINCIPAL ACCOUNT CLERK effective

8/10/15.

Cert. of Eligible's Certification of Elgibiles Attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card & eligible list. Roll call, yes, Mark Moretti, Sharon Beres. Carried.

P&R **COMMUNICATION #4**

RICHARD SAWICKI, Apptd. Application for Employment from RICHARD SAWICKI

JOSEPH C. KILTON, Apptd and JOSEPH KILTON for appointments to the

position of RECREATION ATTENDANT (SEASONAL)

Applications attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment.

Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

D.P.W

COMMUNICATION #5

JAMES SIREIKA, Ret.

LABORER

Letter from City Comptroller dated 7/15/15 to City Council informing them of the retirement of

JAMES SIREIKA, from the position of LABORER

effective 6/30/15.

Motion by Mark Moretti, seconded by Sharon Beres, receive and file, note roster card

Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

Lack. City Schools

COMMUNICATION #6

CHERYL EVERETT, Ret. ACCOUNT CLK. TYPIST

Letter from Supt. of Schools to CHERYL EVERETT dated 8/20/15 approving her retirement effective

9/25/15.

Motion by Mark Moretti, seconded by Sharon Beres, receive and file, note roster card.

Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

Lack. City Schools

COMMUNICATION #7

LORRAINE RUDICK, Apptd.

TEACHER AIDE

Letter from Supt. of Schools dated 8/12/15

to Board of Education recommending appointment of LORRAINE RUDICK to the position of TEACHER AIDE effective 9/1/15. Board of Education approved

8/13/15.

Application Attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card. Roll call, yes, Mark Moretti, Sharon Beres. Carried.

Lack. City Schools

COMMUNICATION #8

NADIN NOMAN, Apptd.

TEACHER AIDE

Letter from Supt. of Schools dated 8/12/15

to Board of Education recommending appointment of

NADIN NOMAN to the position of TEACHER

AIDE effective 9/1/15. Board of Education approved

8/13/15.

Application Attached.

Motion by Sharon Beres, seconded by Mark Moretti, approve appointment, note roster card. Roll call, yes, Mark Moretti, Sharon Beres. Carried.

Lack. City Schools

COMMUNICATION #9

MICHAEL SCHENK, Apptd.

CLEANER

Letter from Supt. of Schools dated 8/12/15 to Board of Education recommending appointment of

MICHAEL SCHENK to the position of CLEANER effective 8/17/15. Board of Education approved

8/13/15.

Application Attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card. Roll call, yes, Mark Moretti, Sharon Beres. Carried. Lack. City Schools

COMMUNICATION #10

PATRICIA ALABISI, Apptd.

CLEANER

Letter from Supt. of Schools dated 8/12/15

to Board of Education recommending appointment of PATRICIA ALABISI to the position of CLEANER effective 8/17/15. Board of Education approved

8/13/15.

Application Attached.

Motion by Mark Moretti, seconded by Sharon Beres, approve appointment, note roster card.

Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

Dept. of A & F

COMMUNICATION #11

ROSANNE CAMP, Ret. SR. ACCOUNT CLERK

Letter from NYS and Local Retirement System dated 8/29/15 noting retirement of ROSANNE CAMP from her position of SR. ACCOUNT CLERK effective 8/29/15.

Motion by Mark Moretti, seconded by Sharon Beres, receive & file, note roster card. Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

A & F

COMMUNICATION #12

MSD 222

MSD 222 dated 9/8/15 received from Mayor (Account Clerk Typist requested - Civil Service Office)

Motion by Mark Moretti, seconded by Sharon Beres, reclassify position. Roll call, yes, Mark Moretti, Sharon Beres.

Carried.

Motion by Mark Moretti, seconded by Sharon Beres to adjourn Meeting,

Adjourned,

Frank Nigro, Secretary